

DD/M&S 74-1523

SECRET

MEMORANDUM FOR: Deputy Director of Central Intelligence
SUBJECT : Significant Activities during the Period
16 through 30 April 1974

The following Management and Services Directorate events which
were reported during your absence may be of interest to you:

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3. Fair Labor Standards Act

The Fair Labor Standards Amendments of 1974 will bring many Agency employees under the Fair Labor Standards Act (FLSA) on May 1, 1974. The primary impact will be on employees overtime which an Agency "suffers or permits" to be worked. Under FLSA all premium pay for other than overtime, e.g., night differential, Sunday pay, etc., enter into the base rate on which overtime is computed, and only time actually worked in excess of 40 hours a week is reimbursable. Agency employees not exempted from the Act will be entitled to the higher of their pay entitlements whether under FLSA or the Agency pay system. This provision will necessitate dual computation weekly as opposed to biweekly.

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4. Retroactive Pay Adjustment

Office of Finance has received the advance copy of the Civil Service Commission guidelines for retroactive pay covering the period October 1972 to January 1973. As expected, these guidelines require the recomputation of pay for every person employed in a General Schedule or similar pay rate position for any portion of the retroactive period. Recomputation of all pay, retirement pay, deductions, allowances, and differential entitlements will be required. The Agency will be obligated to try to trace former employees or survivors of deceased employees to make any retroactive payments due them. It is still too early to determine realistically when payments can be made.

5. Recruiters' Conference

The schedule for the Recruiters' Conference, 29 April-3 May, is now complete. In addition to the meetings with Mr. Colby and other senior officials, recruiters will have an opportunity to visit the Office of Technical Services and to see a condensed version of the training course "CIA Today and Tomorrow."

6. COINS Training

Dr. Jack Martin, Captain James Wise, USN, and Mr. Nate Fitts, Chairman, Information Handling Committee of USIB, have visited the Information Science Training Staff to review the schedule of courses and to discuss the impact of proposed COINS training and other potential developments in information science training. Dr. Martin and Captain Wise share the view that no COINS training should be implemented until the Intelligence Community training study is complete and resources committed. Mr. Fitts felt that the projected student load for COINS training might be overestimated. Office of Training is preparing a training proposal to be considered during later discussions about the future of COINS.

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7. HUMINT Training

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8. Council of Federal Medical Directors

25X1 Dr. [redacted] OMS Medical Systems Development Officer, will attend the annual meeting of the Industrial Medical Association in Miami, Florida, 29 April to 2 May. The Council of Federal Medical Directors holds an annual luncheon at this meeting, and Dr. [redacted] as President-elect of the Council, has made the arrangements, including having Dr. Henry Howe of the AMA as guest speaker.

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9. Request for Assistance of OMS Psychologist

[redacted]

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10. Shipment of Electronic Equipment

[redacted]

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destination.

11. Meeting with GSA Official

Office of Logistics representatives met 19 April with Mr. Douglas A. Crone, Deputy Director, ADP Procurement Division, GSA. The meeting was the first annual review by GSA of procedures used by the Agency in the acquisition and lease of ADP equipment. Also discussed during the meeting were future requirements and steps the Agency can take to facilitate compliance with GSA regulations.

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

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